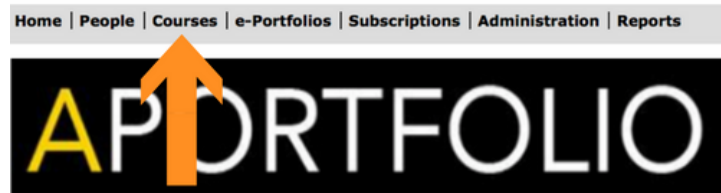


The following tutorial instructs you on how to grade assignments within Aportfolio.

**Step 1:** Once you have logged into Aportfolio, select **Courses** at the top of the page.



**Step 2:** Select the course in which you want to begin viewing assignments.



**Step 3:** Once in the course, select the **Assignments** tab.

SAMPLE COURSE > COURSE NOTIFICATIONS

Notifications Assignments Standards e-Portfolios People Settings

I would like to receive email notifications from this course.

**Assignments**  
List  
Quick Links

Course Checklist

There are currently no notifications.  
Look in the **Assignments** section.

**Step 4:** Here you will be able to see all of the students and assignments within the course.

Assignments with an **orange F**, indicate that the assignment is ready to be viewed. **Click** on the **orange F**.

The blue S indicates the assignment is waiting on the student to submit.  
 The orange F indicates that the submission is waiting for faculty.  
 The yellow C indicates that the assignment has been completed.  
 The green P indicates that the student has passed that assignment.  
 The dark grey N indicates the student did not pass the assignment.

	Writing Sample reflection	sample assignment	Journal	Final Assignment	Sample Assignment 1	Sample Assignment	Sample Assignment	RC1000 Final Portfolio	RC 0900 Final Apportfolio	RC2001 Final Portfolio
Joseph O'neill	S	S	S	S	S	-	-	S	S	S
Wesley Shipley	S	S	S	S	S	-	-	S	S	S
Alisha Sprinkle	S	S	S	S	S	-	-	S	S	S
Jill Student	P	S	F	S	S	S	S	S	S	S

**Step 5:** Click on **View e-Portfolio** to view the portfolio that was submitted for that assignment.

Jill Student's Progress Toward:

**reflection**

✓ [Step 1: Final Aportfolio](#)

**e-Portfolio Evidence**

**Sample** [View e-Portfolio](#) ←

e-Portfolio "Sample" submitted on Jun 30, 2015 at 4:00 pm by Jill Student

**Jill's Sample** [View e-Portfolio](#)

e-Portfolio "Jill's Sample" submitted on Jul 27, 2017 at 2:56 pm by Jill Student

✓ [Step 2: Final Aportfolio](#)

**e-Portfolio Evidence**

**Jill's Sample** [View e-Portfolio](#)

e-Portfolio "Jill's Sample" submitted on Nov 14, 2017 at 3:46 pm by Jill Student

**Step 6:** This is a time-stamped view of the student's submission. If a student has made changes since the submission of the assignment, you will not be able to see them.

This portfolio was archived Jun 30, 2015 11:59am EDT ←

[Home](#)

**Home** Welcome to my homepage.

[Welcome](#)

If you have further questions, please make an appointment.